



# THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

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GOVERNMENT OF ASSAM

ORDERS BY THE GOVERNOR

DEPARTMENT OF HOUSING & URBAN AFFAIRS

## NOTIFICATION

The 1st August, 2022

**No. UDD (M) 13/2022/Pt.VIII/47.-** In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with sub-section (3) of section 53 of the Assam Municipal Act, 1956, the Governor of Assam is hereby pleased to make the following rules regulating the recruitment and the conditions of service of the persons appointed to the Assam Urban Administrative Service, in the following manner, namely: -

- |                                      |    |       |                                                                                                        |
|--------------------------------------|----|-------|--------------------------------------------------------------------------------------------------------|
| Short title, extent and commencement | 1. | (1)   | These rules may be called the Assam Urban Administrative Service Rules, 2022.                          |
|                                      |    | (2)   | They shall be applicable to all the urban areas in Assam.                                              |
|                                      |    | (3)   | They shall come into the force with effect from the date of their publication in the Official Gazette. |
| Definitions                          | 2. |       | In these rules, unless there is anything repugnant in the subject or context, -                        |
|                                      |    | (i)   | “Appointing Authority” means the Governor of Assam;                                                    |
|                                      |    | (ii)  | “Commission” means the Assam Public Service Commission;                                                |
|                                      |    | (iii) | “Constitution” means the Constitution of India;                                                        |
|                                      |    | (iv)  | “Government” means the Government of Assam;                                                            |
|                                      |    | (v)   | “Governor” means the Governor of Assam;                                                                |
|                                      |    | (vi)  | “Member” means the member of the Assam Urban Administrative Service;                                   |
|                                      |    | (vii) | “Selection Board” means the Selection Board constituted under rule 12 of these rules;                  |

		(viii)	Select List” means the Select List as referred to in clauses (iv),(v) and (vi) of sub-rule (1) of rule 6 and sub- rule (2) of rule 12;
		(ix)	“Service” means The Assam Urban Administrative Service;
		(x)	“The Director” means the Director of Municipal Administration, Assam; and
		(xi)	“Year” means the calendar year i.e. from January to December.
Class and Cadre	3.		The service shall consist of the following Class and Cadres, namely: - Class-I - It shall include the cadres of,-
		(i)	Executive Officer, Selection Grade;
		(ii)	Executive Officer, Senior Grade-I;
		(iii)	Executive Officer, Senior Grade-II;
		(iv)	Executive Officer, Junior Grade-I;
		(v)	Executive Officer, Junior Grade-II;
Strength of Service	4.		The strength of each cadre in a class of the service shall be such as may be determined by the Government from time to time as per the staffing pattern provided in <b>SCHEDULE – I</b> :  Provided that the Governor may hold in abeyance any post as and when considered necessary.
Method of Recruitment	5.	(1)	Recruitment to the service shall be made in the manner prescribed hereinafter, -  (i) Recruitment of Executive Officer (Junior Grade-II) shall be made through direct recruitment on the basis of competitive Examination conducted by the Commission.  (ii) Recruitment of Executive Officer (Junior Grade-I), Executive Officer (Senior Grade- II), Executive Officer (Senior Grade-I) and Executive Officer (Selection Grade) shall be done through promotion.  (iii) Direct recruitment of Executive Officer (Junior Grade-I) upto Executive Officer (Senior Grade- I) shall be allowed as one time dispensation to operationalize the cadre. The qualification and experience may be as decided by the Government through executive order.
		(2)	The reservation against deputation, training and leave shall be as per <b>SCHEDULE-II</b> .
Direct Recruitment	6.	(1)	Direct recruitment shall be made on the basis of recommendations made by the Commission in accordance with the procedure hereinafter provided for the rank of Executive Officer Junior Grade-II -  (i) Before the end of each year (i.e. in the month of December), the Appointing Authority shall make assessment regarding the likely number of vacancies to be filled up by direct



recruitment during the next year and shall intimate the same to the Commission together with details about reservation for candidates belonging to Scheduled Castes, Scheduled Tribes or any other Category as laid down by the Government as provided under rule 15 of these rules and about carry forward of such reservation.

- (ii) The Appointing Authority shall simultaneously request the Commission to recommend a list of candidates for direct recruitment, in order of merit.
  - (iii) A competitive examination shall be conducted by the Commission in accordance with the scheme of selection prescribed by Government (in consultation with the Commission).
  - (iv) The Commission shall prepare a select List of all candidates who shall qualify in order of merit. The number of candidates to be recommended for appointment shall be equal to the number of vacancies. The Commission shall forward the Select List to the Appointing Authority
  - (v) The Select List mentioned in sub -rule (iv) above shall remain valid for 12 calendar months from the date of publication in the Official Gazette.
  - (vi) The Commission shall furnish to the Appointing Authority a list of candidates recommended by it in order of merit and the number of candidates in such list shall be equal to the number of vacancies
  - (vii) The Commission shall simultaneously publish the Select List in the Assam Gazette and or at such other places as the Commission may consider proper.
- (2) In the event of Commission being unable to recommend sufficient number of candidates to fill all the vacancies in a year, it shall, in consultation with the Appointing Authority, repeat the procedure as mentioned hereinbefore under sub-rule (1) of this rule, for recommending a subsequent list in the year:

Provided that the Appointing Authority shall not make appointment of any candidate from the subsequent list until all the candidates of the earlier list of the same year, eligible for appointment, have been offered the appointment.

### **Qualification for Direct Recruitment**

#### **Educational Qualification**

7. Educational Qualification:  
The academic qualification of a candidate for direct recruitment to the service shall be as prescribed by the Appointing Authority. The qualification and experience prescribed, as on the date of commencement of these rules shall be Bachelor degree in any discipline from a recognized University or Institute.

- |                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Age                      | 8. The age for direct recruitment of a candidate shall not be less than twenty one (21) years and more than thirty eight (38) years on the first day of the year in which the advertisement inviting application is made. The upper age limit however may be relaxed in case of candidates belonging to special categories like Scheduled Castes and Scheduled Tribes and any other categories as the Government may specify by general or special order from time to time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Physical Fitness         | 9. A candidate for direct recruitment shall be,- <ul style="list-style-type: none"> <li>(i) of sound health, both mentally and physically and free from any organic defect or bodily infirmities likely to interfere with the efficient performance of his duties; and</li> <li>(ii) required to undergo medical examination before appointment to the Service.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Police verification      | 10. No candidate shall be appointed in a post till receipt of the notarized affidavit of undertaking by the candidates regarding his or her character and antecedents as per Office Memorandum no ABP 78/2021/01 dated 18 <sup>th</sup> November, 2021.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Recruitment by Promotion | 11. Subject to suitability as may be decided by the Committee and by the Appointing authority in accordance with the procedure as set forth in rule 13 and also subject to possessing the experience as prescribed under this rule, a member shall be eligible for promotion to the corresponding higher cadre in the manner herein after provided: - <ul style="list-style-type: none"> <li>(1) <b><u>Executive Officer Selection Grade:</u></b> - Recruitment to the post of Executive Officer (Selection Grade) shall be made by promotion from the Select List approved by the Selection Board as per provision of <b>rule 13</b> from among the Members of the Service in the post of the Executive Officer (Senior Grade I), who have rendered at least three years of service as the Executive Officer Senior Grade I on the 1<sup>st</sup> day of the year in which selection is made.</li> <li>(2) <b><u>Executive Officer Senior Grade I :</u></b> - Recruitment to the post of Executive Officer (Senior Grade –I) shall be made by promotion from the Select List approved by the Selection Board as per provision of <b>rule 13</b> from among the Members of the Service in the post of the Executive Officer (Senior Grade II), who have rendered at least five years of service as the Executive Officer Senior Grade II on the 1<sup>st</sup> day of the year in which selection is made.</li> <li>(3) <b><u>Executive Officer Senior Grade-II:</u></b> - Recruitment to the post of Executive Officer (Senior Grade-II) shall be made by promotion from the Select List approved by the Selection Board as per provision of <b>rule 13</b> from among the Members of the Service in the post of the Executive Officer (Junior Grade I), who have rendered at least three years of service as the Executive Officer Senior Grade I on the 1<sup>st</sup> day of the year in which selection is made.</li> </ul> |



- (4) **Executive Officer Junior Grade I:** - Recruitment to the post of Executive Officer (Junior Grade I) shall be made by promotion from the Select List approved by the Selection Board as per provision of **rule 13** from among the Members of the Service in the post of the Executive Officer (Junior Grade-I), who have rendered at least six years of service as Executive Officer Junior Grade-II on the 1<sup>st</sup> day of the year which selection is made.

Selection Board

12. The Selection Board for promotions shall consist of the following members: -
- (i) Senior Most Secretary to Government of Assam, Department of Housing and Urban Affairs, Chairman;
  - (ii) Commissioner and Secretary/Secretary to Government of Assam, Department of Housing and Urban Affairs, Member Secretary;
  - (iii) Additional Secretary/Joint Secretary to Government of Assam, Department of Housing and Urban Affairs, Member;
  - (iv) Representative from Personnel Department (not below the rank of Deputy Secretary), Member;
  - (v) Representative from Finance Department (not below the rank of Deputy Secretary), Member;
  - (vi) Representative from Welfare of Plain Tribes and Backward classes Department (not below the rank of Deputy Secretary), Member;
  - (vii) Director of Municipal Administration, Member.
- (2) Subject to the provisions of rule 6, the Selection Board shall prepare a Select List and recommend it to the Appointing Authority.

General  
procedure of  
promotion

13. (1) Before the end of each year, the Appointing Authority shall make an assessment of the likely number of vacancies to be filled by promotion in the next year in each cadre.
- (2) The Appointing Authority shall then furnish to the Selection Committee the following documents and information with regard to as many officers in order, of seniority, as are eligible for promotion: -
- (a) information about the number of vacancies;
  - (b) list of officers in order of seniority, eligible for promotion (separate list for promotion to different cadres shall be furnished) indicating the cadre to which the case of promotion is to be considered;
  - (c) character rolls and personal files of the officer listed;
  - (d) details of reservation in case of promotion to the service as per rule 15;

- (e) minimum number of years of continuous service in the existing post as prescribed against each position as per rule 11.
- (f) performance rating at least “meets expectations” for the last 4 years. Performance Rating in Performance Appraisal System is as per **SCHEDULE- III**;
- (g) clearance of proposed Proficiency Certificate in the level prescribed is compulsory for promotion to next group. Proposed Certificate to qualify for each group is prescribed in **SCHEDULE -IV**.
- (h) any other documents and information as may be considered necessary by the Appointing Authority or required by the Selection Committee;
- (i) the Appointing Authority shall simultaneously request the Selection Committee to recommend within one month a list of officers, found suitable for promotion in order of preference, in respect of promotion to each of the cadre in which recruitment is to be made by promotion;
- (j) the selection shall be made on the basis of seniority with due regard to merit;
- (k) the Selection Committee, after examination of the documents and information furnished by the Appointing Authority shall recommend to the Appointing Authority a list of officers against the number of vacancies, in order of preference, found suitable for promotion;
- (l) the Appointing Authority on receipt of the list recommended by the Selection Committee shall consider the list prepared by the Selection Committee for promotions to the next cadre along with character rolls and personal files of the officers and approve the list;

- Disqualification      14.      (1)      No person shall be eligible for appointment to the Service: -
- (i) unless he or she is a citizen of India;
  - (ii) if he or she has more than one wife living or in case of a female candidate who has married a person who has another wife living;
- Provided that the Governor may, if he is satisfied that there are special ground for doing so, exempt any person from the operation of this clause;
- (iii) if a person violates the legal age of marriage;



- (iv) if he does not comply to the provisions of Assam Public Services (Application of Small Family norms in direct recruitment) Rules, 2019 notified vide no ABP/69/2019/17 dated 6<sup>th</sup> November 2019.

- (2) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral or by any other means, shall be appointed to the service.

**Reservation**

- 15. In all cases of appointment by direct recruitment as well as by promotion, there shall be reservation in case of candidates belonging to the member of Scheduled Castes, Scheduled Tribes as per the provision of the Assam Scheduled Castes and Scheduled Tribes (Reservation of Vacancies in Services and Posts) (Amendments) Act, 2012 and rules framed thereunder and amendments and Office Memorandum issued by Government from time to time. Reservation in favour of women as per the Assam Women (Reservation of Vacancies in Services and Posts) Act, 2005 and Person with Disabilities (Equal opportunities, Protection of Right and Full Participation) Act, 1995 shall also be followed in direct recruitment.

**Appointment to the Service**

- 16. (1) All appointment to the service shall be made by the Governor and shall be notified in the Official Gazette.
- (2) Subject to the provision of sub-rule (2) of this rule, appointment under rule 6 shall be made by the Appointing Authority in accordance with the order of preference determined in the Select list furnished by the Commission under rule 6.
- (3) The inclusion of a candidate's name in the Select List mentioned in rule 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the Government from time to time and also, as may be considered necessary, that a candidate is suitable in all respects for appointment to the Service.

**Joining Date**

- 17. A person shall join within 15 days from the date of receipt of the order of appointment, or of promotion, failing which the appointment shall be cancelled unless the Appointing Authority extends the period, which shall not in all cases exceed 30 days.

**Training**

- 18. (1) Every person recruited to Executive Officer (Junior Grade-II) by direct recruitment shall undergo training immediately after appointment for such period and such syllabus as prescribed by the Directorate of Municipal Administration.
- (2) The person appointed by direct recruitment shall be liable to refund to the government, the pay and allowances or any other remuneration received by them in addition to the amounts spent by the Government on his or her training, -
  - (a) if he or she fail to serve the department for a period of 3 years after the completion of his/her training for any reason; or

- (b) if he or she discontinue the training or is discharged from the training course for misconduct or any other reason;
- (3) The period of training shall count for the purpose of probation, increment, and leave.
- (4) The direct recruitment shall be eligible during the period of training for the initial pay of the post with usual allowances at the place of training.
- (5) Executive officers shall undergo mid-career training before promotion to higher levels
- (6) The type of training to be completed is provided in **SCHEDULE-V**.
- Performance Appraisal system 19. (1) Performance Appraisal System shall consist of three steps, namely: -
- (i) Performance Planning (develop key result areas in agreement with reporting officer along with qualitative criteria);
- (ii) Performance monitoring (includes mid-terms and end term evaluation);
- (iii) Performance appraisal (to be done within 1 month after end of a Financial Year)
- (2) The procedure for performance appraisal system is provided in **SCHEDULE- III**.
- Discharged or reversion 20. A temporary or officiating member shall be liable to be discharged or reverted to the lower cadre of the service or to his original services, if,-
- (i) he or she fails to make sufficient use of the opportunities given during the service period as may be prescribed by the Government from time to time, fails to render satisfactory service during his tenure service in the cadre, and/or
- (ii) it is found on a subsequent verification that he or she was initially not qualified for the appointment or that he or she had furnished any incorrect information with regard to his or her appointment.
- Seniority 21. (1) The seniority of a Member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of preference in the respective Select List recommended under rule 6 and rule 14 and in the respective list finally approved by the Appointing Authority, if he joins the appointment within 15 days from the date of receipt of the order or within the extended period as mentioned in rule 17.
- (2) If a Member fails to join the appointment within the initial 15 days of receipt of the order or within the extended period, as mentioned in rule 17, but joins later, his seniority shall be determined in accordance with the date of joining.
- (3) A Member appointed by promotion in a year shall be senior to a member of that cadre appointed by direct recruitment in that calendar year.



## Probation and Confirmation

22. (1) Subject to availability of a permanent vacancy in the respective cadre, a Member shall be placed, accordingly to seniority on probation against the permanent vacancy for a period of two years before he is confirmed against the permanent post:

Provided that the period of probation may for good and sufficient reasons be extended by the Appointing Authority for any special period, not exceeding a period of 2 years.

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.

- (2) A member of the service placed on probation under sub-rule (1) shall be confirmed against the permanent post subject to the following conditions: -
- (a) He or she has completed the period of probation to the satisfaction of Appointing Authority in accordance with sub-rule (1).
  - (b) He or she has successfully undergone the training prescribed by the Government under rule 18.
  - (c) He or she has obtained the minimum performance rating if any, prescribed by the Government under clause (f) and (g) of sub rule (2) of rule 13.
- (3) If confirmation is delayed on account of his failure to qualify the criteria as defined under clause (f) and (g) of sub rule (2) of rule 13 if any, for such confirmation he shall lose his position in order of seniority vis-a-vis such of his junior as might be confirmed earlier than him. His seniority shall, however, be restored on his confirmation subsequently.

## Gradation List

23. Gradation list shall be prepared and published every year containing the name of all members of the service cadre-wise in order of seniority and such other particulars as date of birth, date of appointment etc.

## Pay

24. (1) All appointment in the service shall be made in the time scale of Pay as may be prescribed by the Government from time to time. The scale of Pay of the posts in the cadres of service, on the date of commencement of these rules is as shown in **SCHEDULE-VI**.

- (2) The procedure of assessing the timescale shall be as follows, namely

- (i) A member of the service in the post of Executive Officer (Junior Grade-II) shall automatically officiate to Executive Officer (Junior Grade – I) and Executive Officer (Junior Grade – I) to Executive Officer (Senior Grade-II) in timescale and shall be deemed to be in the rank of Executive Officer (Junior Grade- I) and Executive Officer (Senior Grade-II) respectively. The officer shall be eligible for drawal of pay and allowance in time scale, subject to fulfillment of provisions of rule 13 and if there is no disciplinary or criminal proceedings against the officer;

- (ii) The officer promoted under clause (i) above shall be brought to the regular posts under Executive Officer (Junior Grade- I) and Executive Officer (Senior Grade-II) cadre as and when vacancy arises in that respective Grade in due course after recommendation of the Selection Board constituted under rule 12.

Mode of Employment	25. (1) Members of the Service shall be employed in such manner as the Appointing Authority may decide.
	(2) A Member of the Service shall be liable to be posted anywhere within the State of Assam or outside Assam, or to any other department of the Government, a body corporate, in the affairs of which the Government may be substantially interested, or/and autonomous district council, if so required in the interest of Public service and in such case the Member shall not have any option against such posting or transfer.
Other conditions of service	26. (1) Except as provided in these rules, all matters relating to pay and allowances, leave, pension, discipline and other conditions of service shall be regulated by the general rules or orders of the Government for the time being in force.
	(2) The conditions of Service of the Members, in respect of matters, for which no provision has been made in these rules, shall be the same, as are, for the time being, applicable to other officers of the Government, of the corresponding status and having similar function.
Relaxation	27. Where the Government is satisfied that the operation of any of these rules, causes undue hardship in any particular case, it may, dispense with or relax the recruitment of that rule of such extent and subject to such conditions as it may consider necessary dealing with the case in a just and equitable manner: Provided that the case of any person shall not be dealt with in any manner less favorable to him than provided in these Rules.
Interpretation	28. If any question arises relating to the interpretation of these rules the decision of the Government in Department of Housing and Urban Affairs shall be final.
Repeal and Savings	29. The rules corresponding to these rules and in force immediately before commencement of these rules, are hereby repealed: Provided that all orders made, or action taken under the rules so repealed or under any general orders ancillary thereto shall be deemed to have been validly made or taken under the corresponding provisions of these rules.



**SCHEDULE – I**

[See rule (4) (1)]

Staffing Pattern of Executive Officer cadre in Municipalities with respect to population range

Position	HQ level	1 L and above	50K to 1 L	25 K to 50 K	25 K to 10 K	Less than 10 K	Total
Executive Officer selection grade	2						2
Executive Officer Senior grade -I	4	1 per ULB	Nil	Nil	Nil	Nil	7
Executive Officer Senior Grade II	6	Nil	1 per ULB	Nil	Nil	Nil	16
Executive Officer Junior Grade I	8	Nil	Nil	1 per ULB	Nil	Nil	27
Executive Officer Junior Grade-II	Nil	1 per ULB	1 per ULB	1 per ULB	1 per ULB	1 per ULB	103
Grand Total (Posts)	<b>(A)</b>						155

**SCHEDULE – II**

[See rule 5 (2)]

Reservation

Category of Post	Deputation Reserve	Leave Reserve	Training Reserve	Total	Post in No.
Executive Officer Senior Grade-I	25%	10%	10%	45%	3
Executive Officer Senior Grade-II	20%	10%	10%	40%	6
Executive Officer Junior Grade- I	10%	5%	5%	20%	5
Executive Officer Junior Grade II	3%	3%	3%	9%	9
Grand Total	<b>(B)</b>				23

\*Deputation Reserve, Leave Reserve and Training Reserve may vary depending on the total number of officers recruited and needs of the controlling Department.

Total Cadre Strength: 155(A) +23(B) = 178.

**SCHEDULE –III**

[See rule 13 (2) (f) and 19 (2)]

**Performance Appraisal System****1. Objective of Performance Management system:**

- (1) To ensure that the ULB commitments to its vision and goals are met and stake holder satisfaction is enhanced.
- (2) To set standards of performance for every function and continuously improve performance.
- (3) To make individual officers accountable for not complying to complete the deliverables.
- (4) To create an environment of healthy competition amongst employees to excel; and
- (5) To recognize and reward excellence and reduce poor performance

**2. Phases of Performance Management System:**

- A. Performance Planning
- B. Performance Monitoring
- C. Performance Appraisal

**A. Performance Planning**

- (i) **Employee KRA planning:** this is a process of defining an employee's job and setting performance targets within a specific period. It is important that there is agreement on the targets set to ensure ownership by the employee. This process of performance planning consists of following factors.

**(a) Quantitative:**

- I. Key Results Areas [KRA]
- II. Targets

**(b) Qualitative:**

- I. Functional and behavioural competencies required for the cadre

**(ii) Steps to be followed**

- (a) Immediate superior [Reporting Officer] and the Job Holder [Appraisee] shall discuss and fix 4-5 KRAs to be accomplished by the appraisee in a given timeline.
- (b) For each KRA they shall arrive at the targets in terms of quantities to be achieved. Generally, they should start from baseline figures
- (c) Appraisee and Reporting Officer shall also discuss on the functional and behavioural competencies that are prescribed for the job holder in order to perform the tasks.

**(iii) Example of KRA and fixing of Target:**

- (a) Improvement of advertising tax from Rs. XX by 15%
- (b) Improvement in no of Assessed properties from XX numbers by 25% for property tax
- (c) Improvement of collection efficiency of property tax from xx% by 20%

**(iv) Competency requirement of Municipal Administrative Cadre for Qualitative assessment**

- (a) Visioning Skill
- (b) Planning and monitoring skills
- (c) Leadership Skills
- (d) Team building skills
- (e) Decision Making skills



**B. Performance Monitoring**

- (a) On reminder to Directorate of Municipal Administration (DMA) for a mid-term review, appraisee should collect information on his /her actual achievements against KRAs agreed upon in the performance plan
- (b) Reporting Officer and Appraisee shall have a Mid-Term Review meeting. They shall take note of achievements made, competencies developed, and shortfalls if any, review the reasons.
- (c) They shall work out a revised plan for achieving the results in the remaining part of the year.
- (d) Appraisee shall fill the mid-term review with the details of discussion
- (e) Reporting Officer shall add his/her comments and send the same to DMA

**C. Performance Appraisal**

Performance Appraisal shall happen annually within one month of completion of financial year. This is crucial as assessment score shall have an impact on several aspects of career development of appraisee. Care should be taken to make this exercise transparent, accurate and bias-free. Good appraisal system motivates employees to perform better and continually improve.

**(i) Assessment**

- (a) DMA shall send reminder for annual performance appraisal. Appraisee shall consolidate all his/her achievements during the year.
- (b) DMA shall circulate the Performance Management Form to everyone and the appraisee shall fill the self-appraisal portion on both quantitative and qualitative factors and submit the same to Reporting Officer
- (c) Reporting Officer shall appraise the employee on both quantitative and qualitative factor prescribed and shall fill the column on 'competencies development plan' with specific trainings the appraisee shall need to improve in the areas where one needs more skills. The appraisal shall be done on a scale of 100 with 80% weightage on quantitative KRA achievement and 20% weightage on qualitative competency assessment and performance rating shall be given as follows

Sl.no.	Grade	Performance Rating	Performance Score
1	A+	Outstanding	>90%
2	A-	Exceeds expectation	71-90%
3	B	Meets expectations	51-70%
4	C	Below expectations	36-51%
5	D	Unacceptable	<35%

**SCHEDULE – IV**

[See rule 13 (2)(g)]

Proficiency Certificate \*

From	To	Requirement
Executive Officer Junior Grade-II	Executive Officer Junior Grade I	Certificate of proficiency Level I
Executive Officer Junior Grade-I	Executive Officer Senior Grade II	Certificate of proficiency Level II
Executive Officer Senior Grade II	Executive Officer Senior Grade I	Certificate of proficiency Level III
Executive Officer Senior Grade I	Executive Officer selection grade	Certificate of proficiency Level IV

\*The proficiency level test shall be conducted by Director Municipal Administration in collaboration with State Institute for Urban Development / other urban institute in India/State with the approval of the Government of Assam.

**SCHEDULE – V**

[See rule: 18]  
Training\*

Type	When	Duration	Suggestive module
Foundation Training	Immediately After Recruitment before posting	24 weeks	<ul style="list-style-type: none"> <li>• 8 weeks: Basic Municipal Management Training</li> <li>• 12 weeks: Field Training</li> <li>• 4 weeks: Consolidation of training and evaluation</li> </ul>
Mid-Career Training	Before promotion to each higher level as proposed	4 weeks	<ul style="list-style-type: none"> <li>• Week 1&amp;2: Advanced Municipal Management</li> <li>• Week 3: Best Practices in Municipal services</li> <li>• Week 4: Exposure visit to best practice sites</li> </ul>

\*The training shall be conducted by State Institute for Urban Development /Assam Administrative Staff College in association with other urban institute in India/State

**SCHEDULE –VI**

[See rule: 24]

List of posts with Pay-Band and Grade Pay in the Cadres of the Service.

Sl.No.	Name of Cadres	Pay-Band	Pay in the Pay-Band as per ROP 2017. (Rs.)	Grade Pay (Rs.)
1	2	3	4	5
1	Executive Officer Selection Grade	Pay-Band-4	30,000/- to 110,000/-	17,500/-
2	Executive Officer Senior Grade I	Pay-Band-4	30,000/- to 110,000/-	16,900/-
3	Executive Officer Senior Grade II	Pay-Band-4	30,000/- to 110,000/-	15,700/-
4	Executive Officer Junior Grade-I	Pay-Band-4	30,000/- to 110,000/-	14,500/-
5	Executive Officer Junior Grade-II	Pay-Band-4	30,000/- to 110,000/-	12,700/-

**KAVITHA PADMANABHAN,**

Commissioner & Secretary to the Government of Assam,  
Department of Housing & Urban Affairs.